

Job Title:	<b>Wastewater Maintenance Supervisor</b>
Job Description Number:	<b>1026</b>
Department/Division:	<b>Public Works/Wastewater</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>212</b>
Immediate Supervisor:	<b>Assistant City Engineer (Wastewater)</b>
Normal Work Schedule:	<b>4 days/week, 10 hours/day</b>

**Brief Description of the Job:**

Investigate private and/or public wastewater issues. Conduct routine smoke and dye testing on the City Wastewater system to find issues associated with inflow and infiltration. Thorough inspections multiple times annually of all wastewater mains that cross over rivers and creeks. Operate and maintain the City's lift stations with routine vacuuming, pressure washing and changing out pumps as needed. Routine cleaning and vacuuming of the wastewater system with combo truck. Serve as representative of the Wastewater division in obtaining right-of-entry agreements for repairs within City wastewater easements on private property. Supervise handling of vector issues associated with rodents. Utility (stormwater and wastewater) locating management. Supervisor for the Public Works after hour on-call program.

**Essential Functions:**

**Administrative Duties (45%):** Plan, schedule, supervise, and direct preventative maintenance, utility and services inspections, and utility procedures on the City's wastewater system. Create work orders. Track and record daily work activities. Prepare and submit reports. Close work orders. Prepare quarterly after hours on-call calendar for lift stations. Research safety equipment available for lift stations and wastewater combination truck. Conduct weekly safety meetings with crew and submit a report of each meeting. Oversee tasks involving traffic control and work in high traffic areas. Sign and approve timesheets. Perform annual evaluations of construction crew. Assist in the training of new departmental personnel. Administer employee disciplinary action when required. Participate in hiring and firing of employees.

**Smoke & Dye Testing (10%):** Use smoke blower with liquid smoke to smoke wastewater mains. Contact property owners when smoke exits through private lines. Use different color dyes to investigate public and/or private flow problems.

**Lift Station Operation & Maintenance (10%):** Supervise the management of tracking of lift station equipment. Perform bi-weekly inspections. Track submersible pumps and generator performance. Raise pumps from wet well when overheating/defective and swap out with back up pumps stored in supply yard. Schedule and perform routing vacuuming and degreasing of wet wells. Inspect control panel fuses/relays/panel heater/exhaust fan. Exercise generators-keep up fuel/coolant levels/engine oil.

**Right-of-Entry Management (10%):** Serve as representative of the City's Wastewater division in obtaining right-of-entry agreements for repairs within City wastewater easements on private property. Coordinate repairs to be made on private property once consent has been given.

**Creek Crossing Inspections (5%):** Quarterly inspections of all wastewater mains that cross over and through rivers and creeks. Fill out detailed inspection forms for each creek crossing. Clear debris or schedule a crew to perform bank stabilization when pipes look compromised.

**Utility Locator/Back up (5%):** In the Utility Locator's absence, pull up wastewater and stormwater infrastructure on the computer at the CorWeb website. Use green striping paint, mark in the streets where utilities are located and the direction in which they flow. On occasion, meet with developers/contractors who may be on projects for longer periods.

**Meetings/Training (5%):** Attend required meetings and trainings including taking a lead role in such meetings when required.

**Work during inclement weather (5%):** Take a lead role in the City's operations during inclement weather. May be responsible for providing supervision and direction to other departmental personnel. Operate sanders and snow plows. Clean up sidewalks.

**On-Call (5%):** Participate in after hours on-call duty as an On-call Supervisor. Requires working after normal hours and holidays to resolve emergency situations.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires fine dexterity, lifting, vision, hearing, and talking. Frequently requires standing, walking, carrying, reaching, kneeling, foot controls, and balancing. Occasionally requires handling, pushing/pulling, climbing, bending, crouching, twisting, and sitting.

**Machines, Tools, Equipment, and Work Aids:** Copier, fax, telephone, hand held radio, vehicle communication radio, city-owned cell phone, lifting crane, shovels, pry bar, compressor, impact gun, cordless tools, and smoke machine.

**Computer Equipment and Software:** Personal computer, laptop computer, printer, and CityWorks.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature, respiratory hazards, noise and vibration, physical hazards, and wetness and/or humidity.

**Health and Safety:** Frequent exposure to mechanical hazards, and communicable diseases. Rare exposure to chemical hazards, electrical hazards, and fire hazards.

**Primary Work Location:** Office Environment, Vehicle, and Outdoors.

**Protective Equipment Required:** Hard hat, steel-toed shoes, gloves, safety vest, safety glasses, ear protection, rain suit, and rubber boots.

### **Non-Physical Demands**

Frequently requires performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, noisy/distracting environment, time pressures, emergency situations, and frequent change of tasks. Occasionally requires irregular schedule/overtime.

### **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training in Public Works, utility work, or construction safety is required.

**Experience:** Over two years of experience in wastewater maintenance and repair are required.

**Driver's License Required:** A valid Class B South Carolina Commercial Beginner's permit is required. Once in classification, employee must obtain corresponding Class B South Carolina CDL with tanker endorsement within 4 months.

**Certifications and Other Requirements:** None

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include ReWa, Greenville Water System, gas company, and other wastewater sub-districts. Internal contacts include Police, Fire, Parks Maintenance, and divisions within Public Works.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the positions of Wastewater Combination Truck Operator, and Utility and Services Inspector.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.